

Proofing Documents 9

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Validating Content by Using Spelling and Grammar Checking Options	Set grammar. Set style options.	5.1.1 5.1.2
Configuring AutoCorrect Settings	Add or remove exceptions. Turn AutoCorrect on and off.	5.2.1 5.2.2
Inserting and Modifying Comments in a Document	Insert a comment. Edit a comment. Delete a comment.	5.3.1 5.3.2 5.3.3
Viewing Comments	View comments.	5.3.4

KEY TERMS

- AutoCorrect
- balloons
- inline
- markup



BlueYonder Airlines is a large company with hundreds of employees. In your job as a human resources specialist, you are involved in hiring, employee benefit programs, and employee communications. Many of the documents you work with relate to employee issues, and you need to ensure that these documents are error free. In this lesson, you will learn to use the spelling and grammar feature, insert comments, and change the AutoCorrect settings.

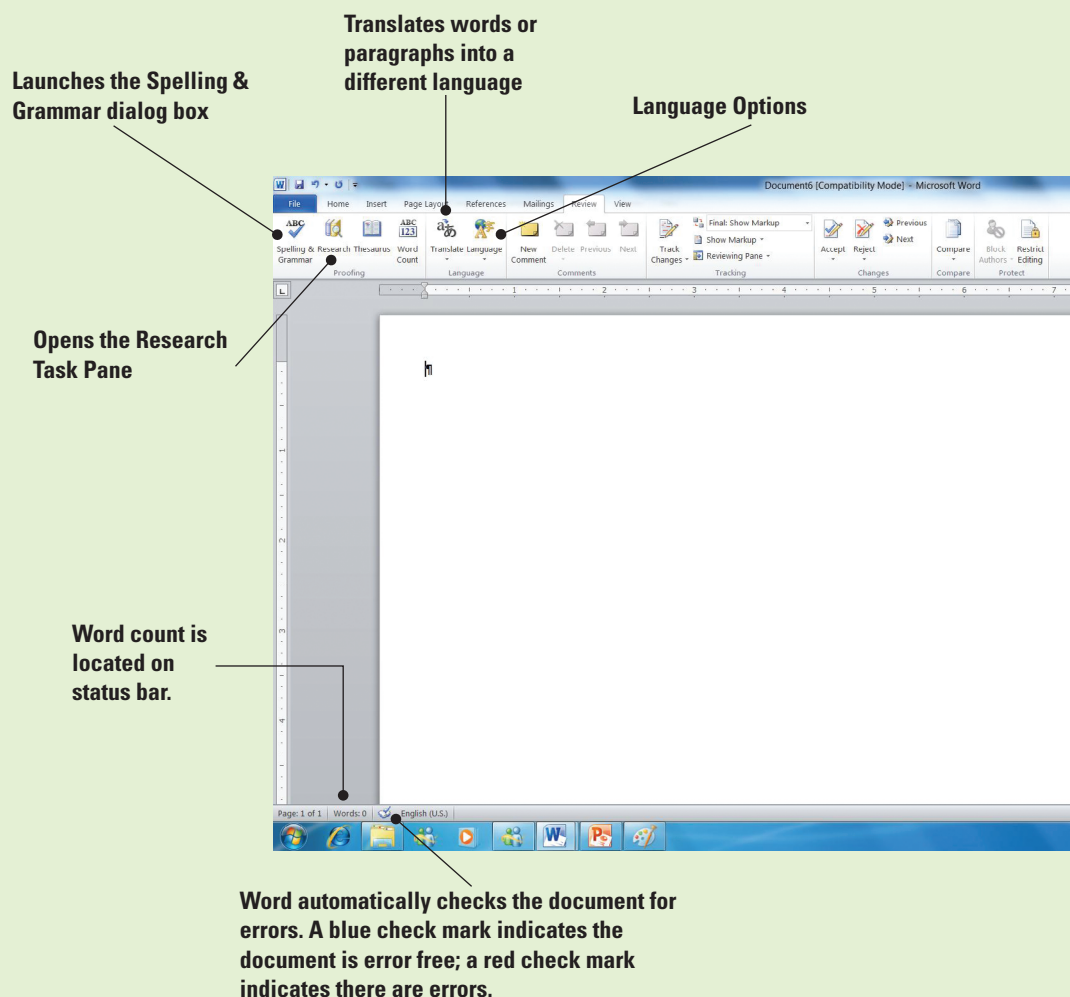
SOFTWARE ORIENTATION

The Proofing and Language Groups

The Proofing group contains commands for launching Word's spelling and grammar functions, searching through references, using the Thesaurus, and counting words by characters, paragraphs, and lines. The Language group contains commands for translating words or paragraphs and an option to select a language. These and other commands for reviewing and editing Word documents are located on the Review tab, shown in Figure 9-1.

Figure 9-1

Proofing and Language groups

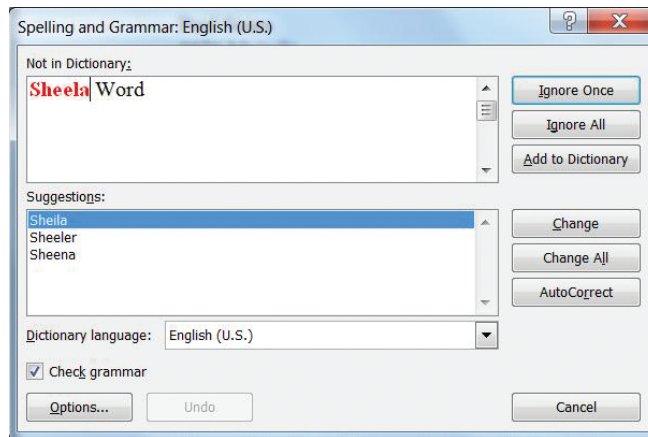


Use this figure as a reference throughout this lesson and the rest of this book.

- The first word the tool highlights is Sheela, a proper noun not contained in the tool's dictionary. The Spelling and Grammar dialog box opens, with the potential error identified in the upper pane as Not in Dictionary (see Figure 9-3). With the correct spelling highlighted in the Suggestions pane, click the **Change All** button to correct all occurrences of the misspelling.

Figure 9-3

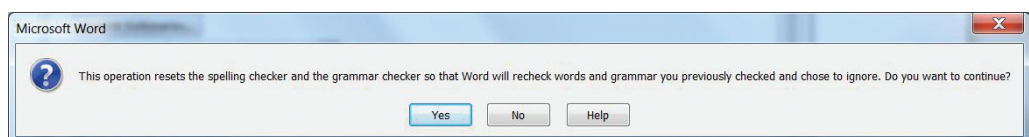
Spelling and Grammar dialog box



- The word *confirm* is misspelled; with the correct spelling highlighted in the Suggestions pane, click the **Change All** button.
- The next misspelled word is *begining*. Click the **Change All** button.
- The next misspelled word is *asistance*. Click the **Change All** button. A prompt will appear when the Spelling and Grammar check is complete. Click **OK**.
- Word has the option for users to ignore misspelled words. In this case, the previous user ignored misspellings. You will be rechecking the document to ensure you have captured all errors. Click the **File** tab, then **Options** to open the Word Options dialog box in Backstage.
- Select **Proofing** in the left pane and, in the *When Correcting Spelling and Grammar in Word* section, click the **Recheck Document** button. A prompt appears stating *This operation resets the spelling checker and the grammar checker so that Word will recheck words and grammar you previously checked and chose to ignore. Do you want to continue?* Click **Yes** (see Figure 9-4). The document flags misspellings.

Figure 9-4

Microsoft Word resets spelling and grammar checker



- In the Proofing group, click the **Spelling and Grammar** button. The Spelling and Grammar dialog box opens.
- The Spelling and Grammar tool next highlights **Suurs**. This spelling is correct, so click **Ignore All**. The tool now will ignore every occurrence of this spelling in the document.

Take Note

Ignore Once will ignore the occurrence once and will stop at the next occurrence.

- The next misspelled work is *employemet*; again, click the **Change All** button to correct all occurrences. A prompt will appear when the Spelling and Grammar check is complete. Click **OK**.

Take Note

When Word detects a spelling error, you can choose to change one occurrence of the instance or change all instances. Click **Change** to change a single occurrence or click **Change All** to Change all occurrences in the document.



Another Way

Click the Proofing Error button on the status bar (or press the keyboard shortcut, F7). Word displays a shortcut menu with suggested words.

- SAVE** the document as **employment_offer** in your USB flash drive in the lesson folder. **PAUSE. LEAVE** the document open to use in the next exercise.

Take Note

If you run the Spelling and Grammar command in the middle of the document, it will check from that point to the end of the document. A prompt will appear asking if you want to continue checking the document from the beginning.

Changing the Grammar Settings

Word's grammar settings enable you to determine the punctuation and other stylistic guidelines by which the program will check for and detect errors. You can change the writing style to check for grammar only or check stylistic rules, such as contractions, hyphenated and compound words, sentence length (more than 60 words), and more. In this exercise, you learn to change the style settings and customize them to meet your needs.

STEP BY STEP

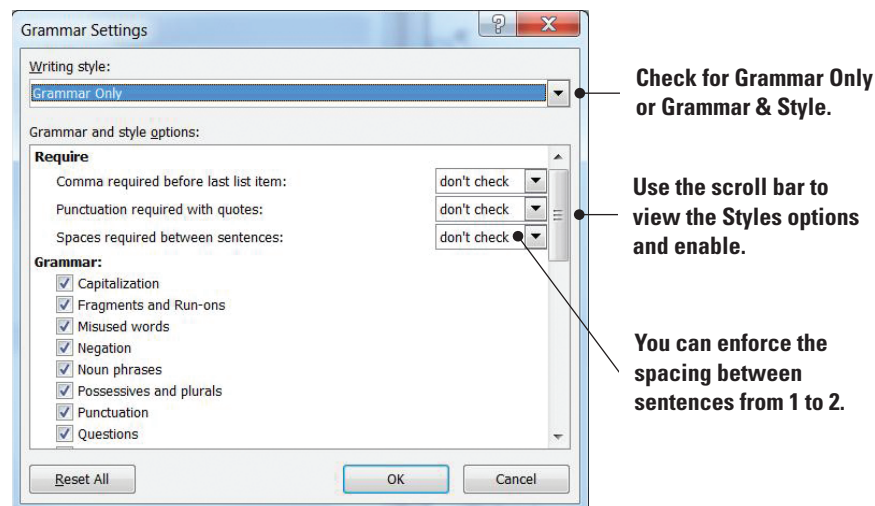
Change the Grammar Settings

USE the document from the previous exercise.

1. Click the **File** tab and then **Options** to open the Word Options dialog box in Backstage.
2. Select **Proofing** in the left pane and in the *When Correcting Spelling and Grammar in Word* section, click the **Settings** button to open the Grammar Settings dialog box. This dialog box lists the writing style where you can customize the Grammar Only or Grammar & Style (see Figure 9-5).

Figure 9-5

Grammar Settings dialog box



3. Click the **drop-down arrow** in the Writing Style section and select **Grammar & Style**.
4. Under the Require section, the *Spaces required between sentences* setting is set to **don't check**. Click the **drop-down arrow** and select **2**. You are changing the style to reflect two spaces after the punctuation between each sentence. Click **OK**.
5. In the Word Options dialog box, under *When Correcting Spelling and Grammar in Word* section, click the **Recheck Document** button, then click **OK**. A prompt appears stating that *This operation resets the spelling checker and the grammar checker so that Word will recheck words and grammar you previously checked and chose to ignore. Do you want to continue?* Click **Yes**. Click **OK** to close the Word Options dialog box. Word flags and marks the punctuation at the end of sentences with a green wavy line. Notice in the second paragraph, the document flags "are issued." Right-click on the phrase and a pop-up menu appears. It states "Passive Voice (consider revising)."
6. Repeat steps 1 and 2 to open the Grammar Settings dialog box.
7. Under the Require section, click the **drop-down arrow** to change the Spaces required between sentences setting to **don't check**.
8. Scroll down and disable all styles with the exception of **Clichés, Colloquialisms, and Jargons**. One style is kept active. Click **OK**.
9. In the Word Options dialog box, under the *When Correcting Spelling and Grammar in Word* section, click the **Recheck Document** button. A prompt appears stating that

**CERTIFICATION
READY? 5.1.1**

How do you set
grammar options?

**CERTIFICATION
READY? 5.1.2**

How do you change the
style options?

The Bottom Line

This operation resets the spelling checker and the grammar checker so that Word will recheck words and grammar you previously checked and chose to ignore. Do you want to continue? Click **Yes**. Click **OK** to close the Word Options dialog box. Notice “are issued” in the second paragraph is no longer flagged. In the third paragraph, the phrase “in the amount of” is flagged with a wavy line.

10. When you right-click on the phrase, the pop-up menu appears. Click **About This Sentence**. The Help menu appears, indicating this is a cliché and the marked word or phrase may be overused or unnecessary to the meaning of your sentence. To remove it, you would repeat steps 6–9 to disable Clichés, Colloquialisms, and Jargons.
 11. Click the **Options** button in the Spelling and Grammar dialog box; the Word Options dialog box opens in Backstage view. Select **Proofing** in the left pane and, in the **When Correcting Spelling and Grammar in Word** section, click the **Writing Style** command box **drop-down arrow** and select **Grammar Only** to set the tool for checking the document’s grammar. Click **OK** to apply your changes.
 12. **SAVE** your document in your USB flash drive in the lesson folder.
- PAUSE.** LEAVE the document open to use in the next exercise.

CONFIGURING AUTOCORRECT SETTINGS

The Proofing pane of the Word Options dialog box also contains Word’s AutoCorrect setting options. **AutoCorrect** is a feature that replaces symbols, commonly misspelled words, and abbreviations for specific text strings. For instance, to add the Trademark symbol, key **(TM)** and it automatically inserts the symbol TM. The bottom line, AutoCorrect saves time in keying text. You can manage the list of exceptions in the AutoCorrect Exceptions dialog box, such as not capitalizing the first letter of an abbreviation; for example, etc. You can disregard two initial caps, such as a student ID, or you can customize and add or delete text. AutoCorrect is on by default, but you can use the AutoCorrect options to disable or enable the feature. In this lesson, you learn to use AutoCorrect to replace text and insert symbols in your document, and you practice turning the AutoCorrect feature on and off.

STEP BY STEP

Configure AutoCorrect Options

USE the document from the previous exercise.

1. Click the **File** tab to open the Backstage view.
2. Click the **Options** button to display the Word Options dialog box.
3. Click **Proofing** on the left pane to display the Proofing options in the right pane of the screen.
4. Click the **AutoCorrect Options** button to display the AutoCorrect dialog box with the AutoCorrect tab open, as shown in Figure 9-6. Notice that the dialog box title indicates that the program is set to check and correct text based on U.S. English.

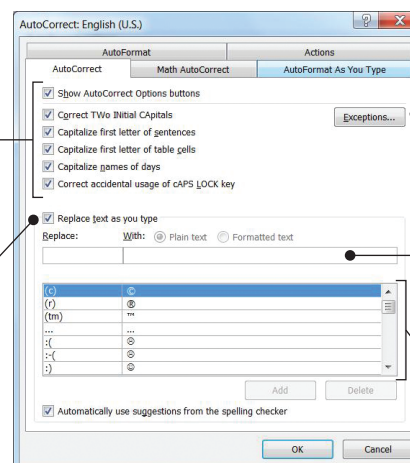
Figure 9-6

AutoCorrect dialog box

Default settings for AutoCorrect. To disable, click the appropriate check box.

As you key text, it will automatically be corrected.

When keying a text string, it automatically changes in your document.



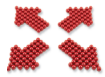
AutoCorrect Exceptions dialog box allows you to manage the exceptions.

You can add your own AutoText elements here.

All AutoText (common misspellings, acronyms, symbols, etc.) and replacements are listed here.

CERTIFICATION READY? 5.2.1

How do you add a word to AutoCorrect?



Another Way

You also can use the Find and Replace command to replace words or phrases.

CERTIFICATION READY? 5.2.1

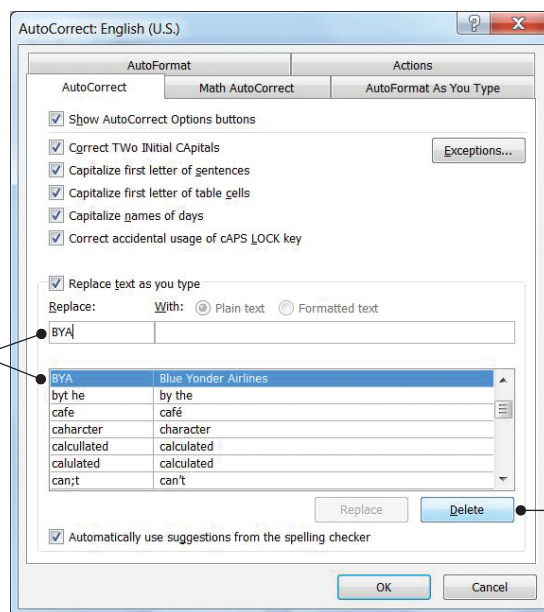
How do you delete a word or phrase from AutoCorrect?

5. You want AutoText to replace the typed abbreviation BYA, with the full name, Blue Yonder Airlines, so you can save time keying in text. In the Replace box, key **BYA**. In the *With* box, key **Blue Yonder Airlines**.
6. Check that you have spelled the replacement text correctly, then click the **Add** button to add your AutoText replacement to the list. Click **OK** to close the AutoCorrect dialog box, and then click **OK** to close the Word Options dialog box and return to your document.
7. In the first paragraph at end of the first sentence, place your insertion point after *r* in *for* and press the **Spacebar** once.
8. Key **BYA** and press the **Spacebar** once. BYA is replaced with Blue Yonder Airlines. Delete the extra space before the punctuation.
9. Repeat steps 1–4 to open the AutoCorrect Options dialog box.
10. In the Replace box, key **BYA**. BYA and Blue Yonder Airlines are highlighted in the list of AutoText exceptions, as shown in Figure 9-7. Click the **Delete** button to remove the highlighted entries. Now, if you key BYA in your document and press the **Spacebar**, no action will occur.

Figure 9-7

AutoCorrect dialog box

BYA. Notice it appears below.



Click the Delete button to remove word.

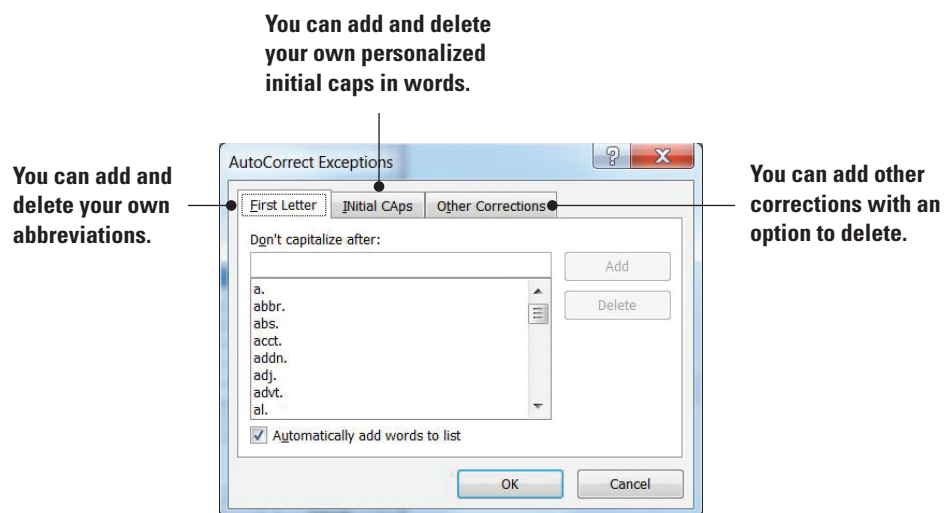
11. **SAVE** the file as **employment_offer1** in your USB flash drive in the lesson folder.
12. Double-click the BlueYonder Airlines header to open the *Header and Footer Tools Design* tab. Place your insertion point after the *s* in Airlines in the heading. Blue Yonder Airlines is the trademark name for the company and requires the trademark symbol after the name.
13. Key **(TM)** to insert the trademark symbol after Airlines. Insert the trademark symbol in the document.
14. By default, the AutoCorrect Options are enabled. To disable AutoCorrect, repeat steps 1–4 to open the AutoCorrect Options dialog box. Click to **clear the check mark** from *Replace text as you type*. The feature is off and the *Automatically Use Suggestions from the Spelling Checker* option is shaded gray to show that it's unavailable. To enable the AutoCorrect function, click the **check box** again; a check mark appears in the box and the *Automatically Use Suggestions from the Spelling Checker* option again becomes available. (Check with your instructor to determine whether you should leave AutoCorrect disabled or enabled.)

CERTIFICATION READY? 5.2.2

How do you enable or disable AutoCorrect?

Figure 9-8

AutoCorrect Exceptions dialog box

**CERTIFICATION READY? 5.2.1**

How do you add or delete text in the AutoCorrect Exceptions dialog box?

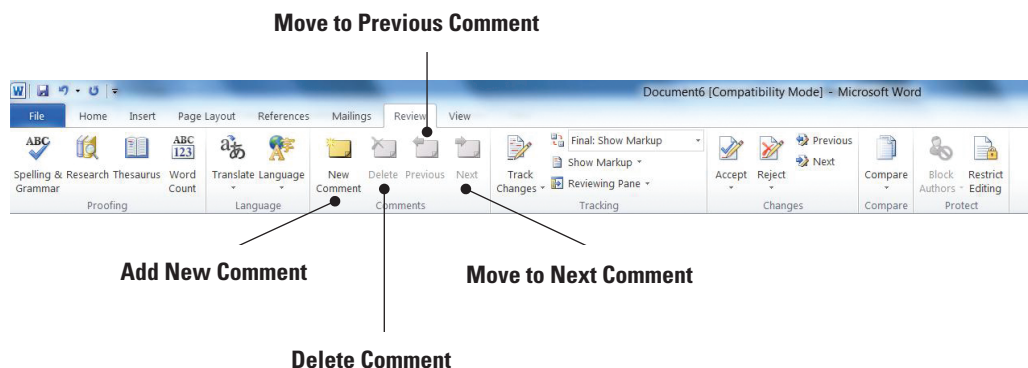
15. Click the **Exceptions** button. The AutoCorrect Exceptions dialog box opens (see Figure 9-8).
 16. Click the **Initial Caps** tab and key **IDs**, then click the **Add** button. Click **OK** to close the AutoCorrect Exceptions dialog box.
 17. Click **OK** to close the AutoCorrect dialog box, and then click **OK** to close the Word Options dialog box.
 18. At the end of the fourth paragraph, key **Employee IDs will be provided to you on location**. Adding IDs to the exceptions will avoid flagging the word.
 19. Click **OK** to close the AutoCorrect Options dialog box. Click **OK** to close the Word Options dialog box.
 20. **SAVE** the document in your USB flash drive in the lesson folder.
- PAUSE.** **LEAVE** the document open to use in the next exercise.

INSERTING AND MODIFYING COMMENTS IN A DOCUMENT

Word's Comment feature enables reviewers to insert comments or questions in documents without interrupting the flow of existing text. A **markup** keeps the original document along with changes made, such as comments. The right side of the document is shaded in gray and is the markup area. **Balloons** are markups used for comments made in the document and appear as colored balloons on the right side of the document. On the Review tab, using the Comments group (Figure 9-9), comments can be placed **inline** with text, which is another form for displaying the markup. Word labels each comment balloon with your initials and the sequential comment number.

The Bottom Line**Figure 9-9**

Comments group



Inserting, Editing, and Deleting a Comment

You use the commands in the Comments group to insert and delete comments, and to move among comments in a document. You can edit or delete comment text by clicking and typing directly in the comment or by using the shortcut menu. In this exercise, you learn to insert, edit, and delete comments.

STEP BY STEP

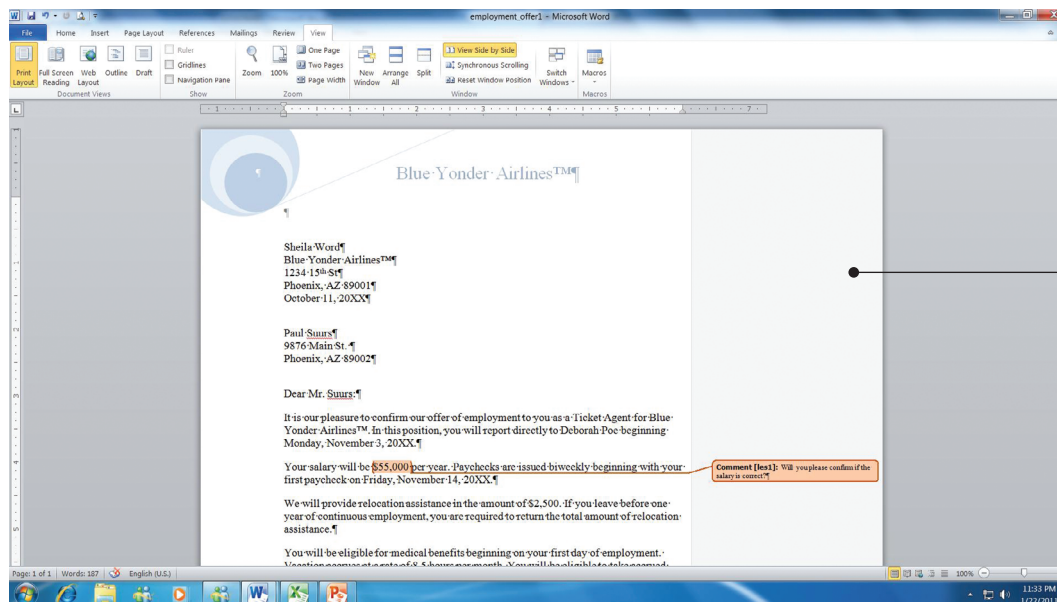
Insert, Edit, and Delete a Comment

USE the document from the previous exercise.

1. In the first sentence of the second paragraph, select **\$55,000**.
2. Click the **Review** tab and, in the Comments group, click the **New Comment** button. A comment balloon appears in the right margin of the document, labeled with initials and the comment number. (Later in this lesson, you will learn how to change these initials to match your initials.)
3. Key **Will you please confirm if the salary is correct?** (see Figure 9-10).

Figure 9-10

Document with comment



Markup Area displays Comments balloons.

**CERTIFICATION
READY?** **5.3.1**

How do you insert
a comment?

**CERTIFICATION
READY?** **5.3.2**

How do you edit a
comment?

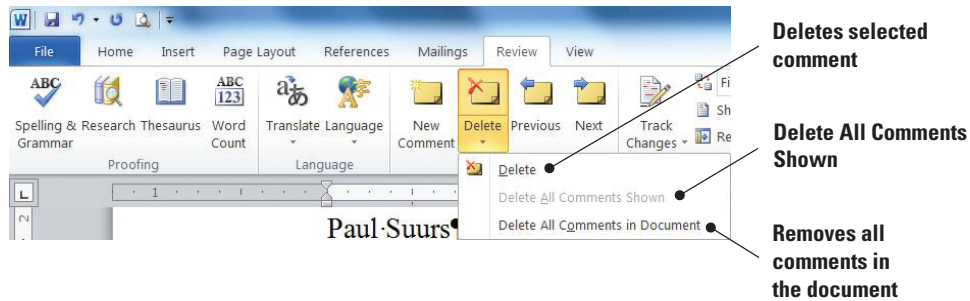
4. In the first sentence of the third paragraph, select **\$2,500**.
5. In the Comments group, click the **New Comment** button; a second comment balloon appears in the right margin, labeled with initials and a number.
6. In the new comment balloon, key **The relocation amount is \$5,000**.
7. Click the **Previous** button in the Comments group to move back to the first comment.
8. Place the insertion point at the end of the text in the first comment, and key **I need a response by 5 pm today**. You have edited the comment by adding more information.
9. Click the **Next** button in the Comments group to move to the second comment balloon. Click the **Delete button drop-down arrow** in the Comments group, and then select **Delete** from the drop-down menu, as shown in Figure 9-11. The comment is removed, and Word rennumbers any subsequent comments in your document.

Figure 9-11

Comment Delete menu

**Another Way**

You also can delete a comment by right-clicking on it and selecting Delete Comment from the shortcut menu.


**CERTIFICATION
READY? 5.3.3**

How do you delete a comment?

The Bottom Line

10. SAVE the document as **employment_offer_comments** in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

VIEWING COMMENTS

By default, Word displays comments in balloons, but it also can display **inline** comments in ScreenTips or in a separate reviewing pane. Inline comments are hidden; the reviewer's initials appear in brackets beside the selected text. The Show Markup menu allows you to change how comments appear and to determine which reviewers' comments are displayed. You can use the Track Changes drop-down menu to add your user name and initials to the list of reviewers. When in Draft view, certain elements in a document are not visible.

Viewing Comments Inline and as Balloons and Hiding and Showing Reviewer Comments

In this exercise, you learn to change the comments display from inline to balloons. You also learn how to change the User Name that Word displays with comments added from your computer, to display the names of all reviewers who insert comments in your document, and to turn the display of their comments on or off.

STEP BY STEP

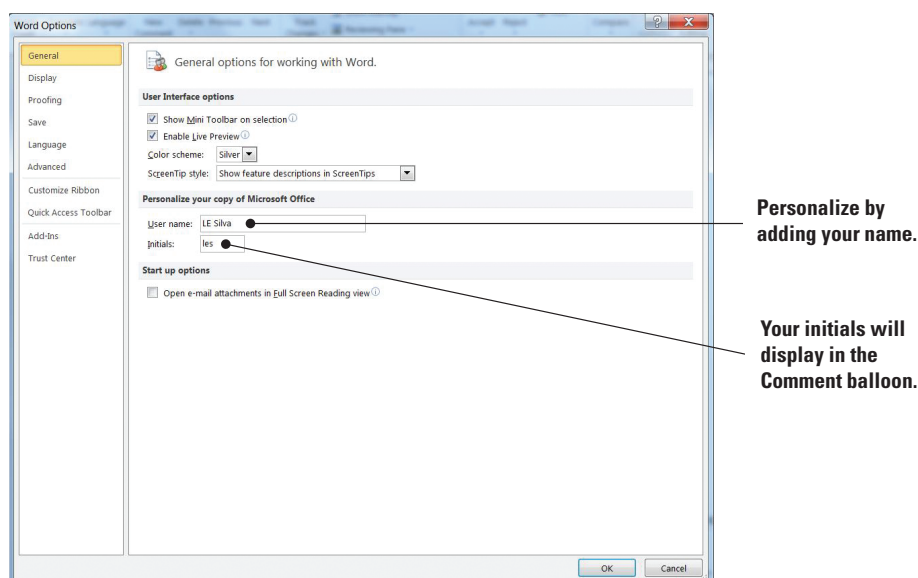
View Comments Inline and as Balloons and Change the User Name

USE the document open from the previous exercise.

1. Click the **Review** tab and in the Tracking group, click the **Track Changes drop-down arrow**, then select **Change User Name**. The Word Options dialog box opens, as shown in Figure 9-12.

Figure 9-12

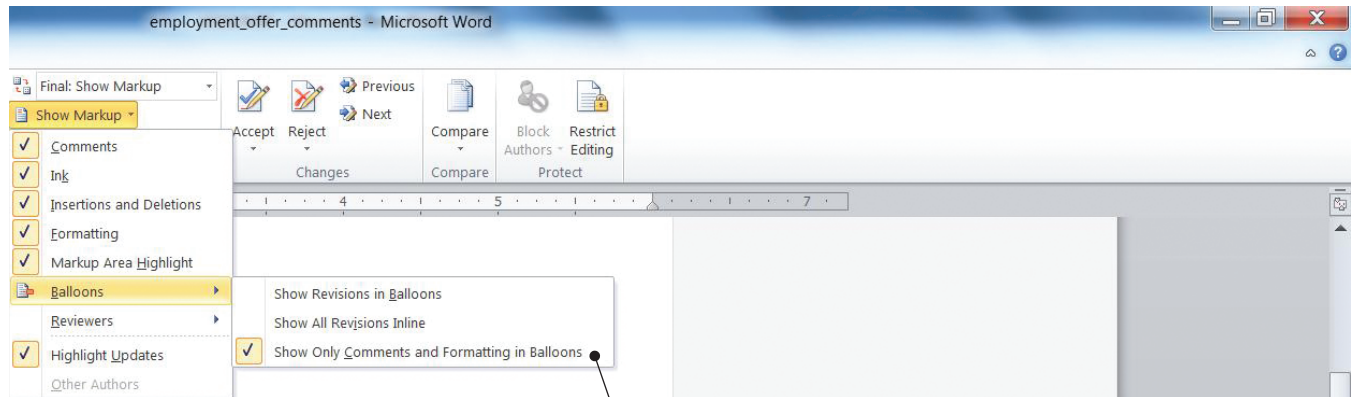
Word Options



2. In the Personalize Your Copy Of Microsoft Office section, key [your name] in the User Name box, then key [your initials] in the box below. Click **OK** to apply your changes and close the Word Options dialog box.
3. By default, Word displays comments and formatting in balloons, as shown in Figure 9-13. Deletions and additions to text appear inline and when in Draft view, these are also shown inline.

Figure 9-13

Show Markup

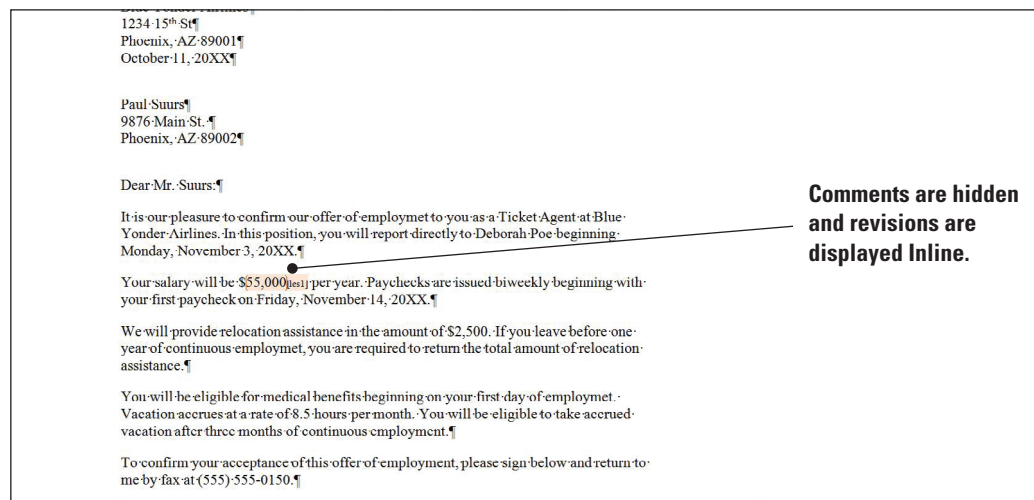


Word's default option for displaying comments

4. In the Tracking group, click the **Show Markup button drop-down arrow** to display the menu. Options are available on how markup should display in the document. Select **Balloons**, then **Show All Revisions Inline**. Inline comments are hidden and indicated by bracketed reviewer initials beside the selected text, as shown in Figure 9-14.

Figure 9-14

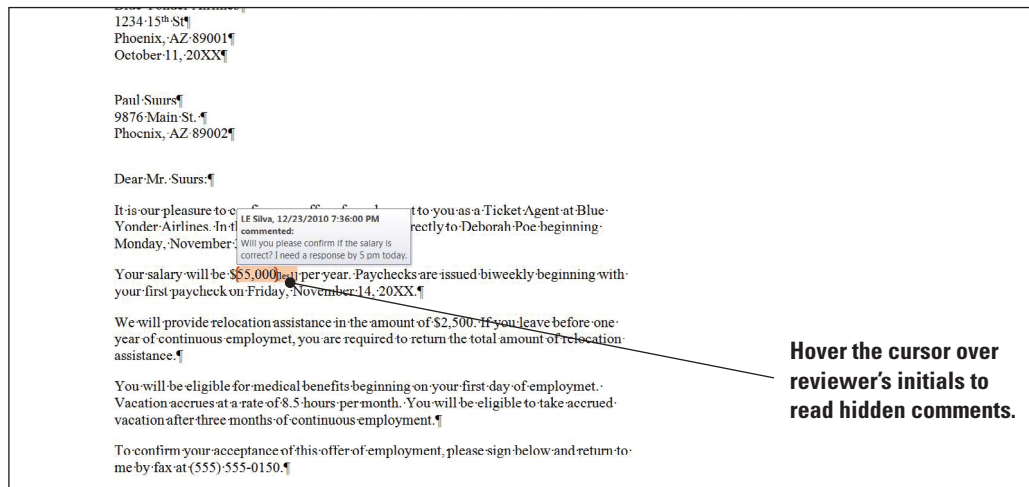
Reviewer initials



5. Position the mouse pointer over your initials. The comment appears in a Screen Tip, as shown in Figure 9-15.
6. In the Tracking group, click the **drop-down arrow** in the Show Markup button; select **Balloons**, then **Show Revisions in Balloons**. The comment is shown in a balloon in the Markup area. If there are formatting revisions and text changes in this document, only the comments will display in balloons.
7. **SAVE** the document as **employment_offer_comments2** in your USB flash drive in the lesson folder and close the file.

Figure 9-15

Comment displayed
in ScreenTip



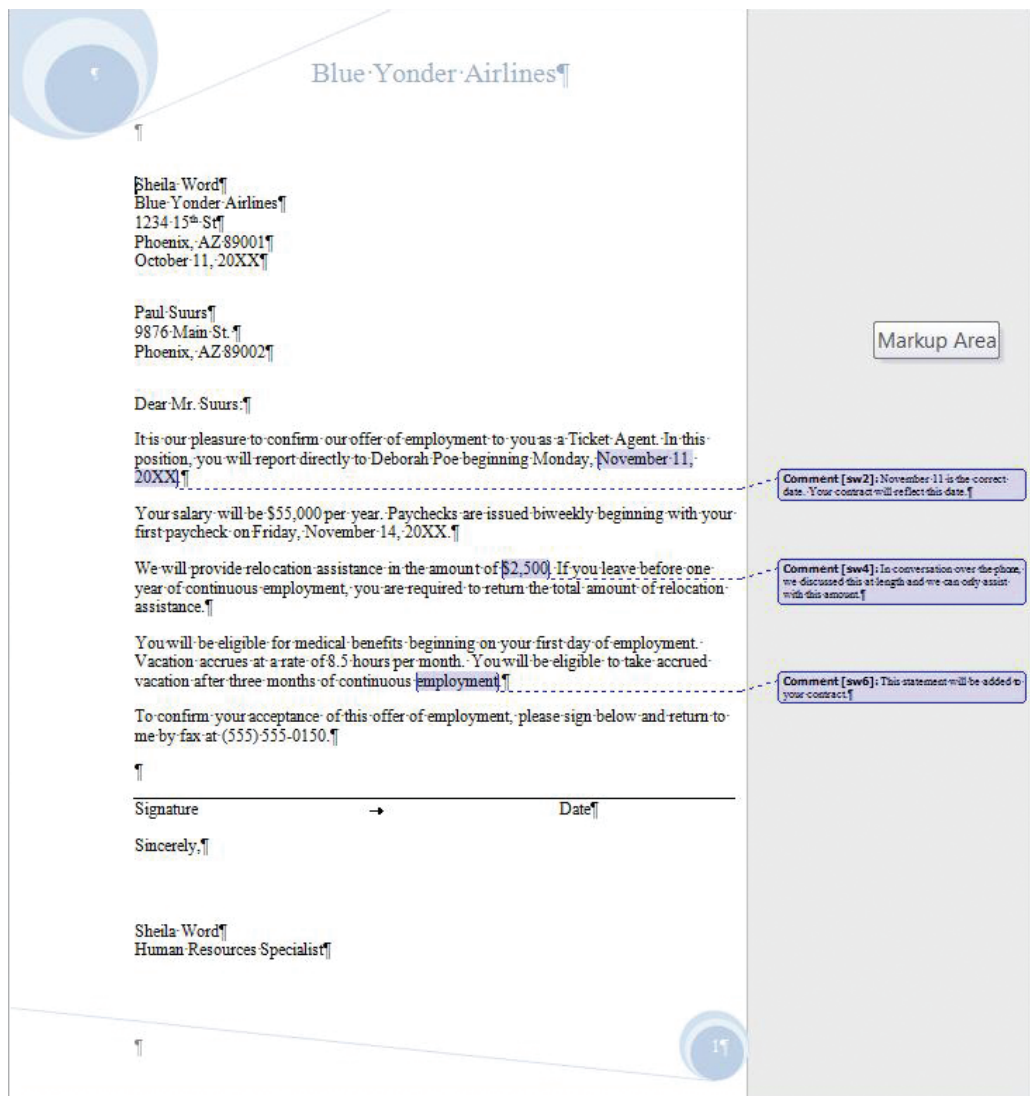
Hover the cursor over
reviewer's initials to
read hidden comments.

@ The **initial_employment_offer** document file for this lesson is available on the book companion website or in WileyPLUS.

8. OPEN the **initial_employment_offer** document in the lesson folder. The document opens with the default settings displaying comments and formatting changes in the markup area.
9. In the Tracking group, click the **Show Markup button drop-down arrow** and select **Reviewers**; then in the drop-down list of All Reviewers, click the **check box** beside LE Silva to remove the check mark. His comments no longer are displayed in the document, as shown in Figure 9-16.

Figure 9-16

Document displaying only
one reviewer's comments



**CERTIFICATION
READY?** 5.3.4

How do you view comments
from other reviewers?

**CERTIFICATION
READY?** 5.3.4

How do you view
comments inline?

**CERTIFICATION
READY?**
5.3.4

How do you view comments
as balloons?

10. SAVE the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Displaying the Reviewing Pane

Comments are listed in sequence and tracked on the Reviewing Pane either vertically or horizontally on your screen. When the Reviewing Pane opens, a summary displays the number of insertions, deletions, moves, formatting, and comments that have been made in the document. In this lesson, you learn to change the review pane's display from vertical to horizontal.

STEP BY STEP

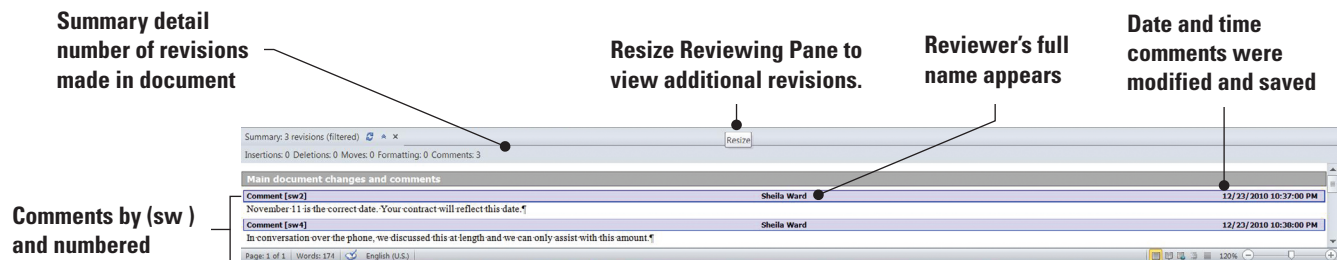
Display the Reviewing Pane

USE the document that is open from the previous exercise.

1. Click the **Review** tab and in the Tracking group, click the **Reviewing Pane drop-down arrow**, and select **Reviewing Pane Horizontal** from the drop-down menu. The comments now display in a horizontal pane across the bottom of the Word window, as shown in Figure 9-17.

Figure 9-17

Reviewing Pane Horizontal



2. To view the Reviewing Pane vertically, repeat step 1 and select **Reviewing Pane Vertical**. The Reviewing Pane will display vertically along the left side of the document.
3. Click the **X** on the Vertical Reviewing Pane to close or click the **Reviewing Pane** button to close.
4. **SAVE** the document in your USB flash drive in the lesson folder and close the file.

STOP. CLOSE Word without saving.

SKILL SUMMARY

In This Lesson You Learned How To:	Exam Objective	Objective Number
Validate content by using spelling and grammar checking options	Set grammar. Set Style options.	5.1.1 5.1.2
Configure AutoCorrect settings	Add or remove exceptions. Turn AutoCorrect on and off.	5.2.1 5.2.2
Insert and modify comments in a document	Insert a comment. Edit a comment. Delete a comment.	5.3.1 5.3.2 5.3.3
View a comment	View comments.	5.3.4

Knowledge Assessment

True/False

Circle T if the statement is true or F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. The proofing screen contains options to change how Word corrects and formats text. |
| T | F | 2. You can change your name and initials in the Tracking group. |
| T | F | 3. You should always proof documents before sharing them. |
| T | F | 4. AutoCorrect can be found in the Backstage view Display option. |
| T | F | 5. By default, comments are shown inline. |
| T | F | 6. AutoCorrect cannot be turned off. |
| T | F | 7. Inline comments are placed in curly brackets. |
| T | F | 8. You can right-click on a comment and use the shortcut menu to delete the comment. |
| T | F | 9. The default Writing Styles setting is Grammar and Styles. |
| T | F | 10. The status bar contains a proofing error button for quick access. |

Multiple Choice

Select the best response for the following statements.

1. The proofing option, Two Initial Caps, is found in which option?
 - a. CorrectCaps
 - b. AutoCorrect
 - c. Grammar Settings
 - d. Exceptions
2. Which command(s) open the Spelling and Grammar feature?
 - a. F7
 - b. Shift+F7
 - c. Spelling and Grammar button
 - d. a and c
3. Exceptions can be added to AutoCorrect
 - a. By not capitalizing the first letter of an abbreviation
 - b. By ignoring the INitial CAPs
 - c. Other Corrections
 - d. All of the above
4. Comments are used to add _____ to Word documents.
 - a. Concerns
 - b. Questions
 - c. Reminders
 - d. All of the above
5. The Comments ScreenTips appear in which view?
 - a. Showing Revisions in Balloons
 - b. Show All Revisions Inline
 - c. Show Only Comments and Formatting in Balloons
 - d. ScreenTips display only on the Ribbon

6. How do you display only one reviewer's comments in a Word document containing multiple reviewers' comments?
 - a. Leave the check mark in the All Reviewers check box.
 - b. Deselect the All Reviewers check box and place a check mark beside only that one reviewer's name.
 - c. This feature only displays all reviewers' comments.
 - d. This feature cannot display one reviewer's comments.
7. The Vertical Reviewing Pane displays
 - a. To the right of the document
 - b. Below the Ribbon
 - c. To the left of the document
 - d. Above the status bar
8. A summary of the total number of comments in a document will appear in the
 - a. Vertical Reviewing Pane
 - b. Horizontal Reviewing Pane
 - c. Status bar
 - d. a and b
9. The Personalizing Your Copy Of Microsoft Office options
 - a. Are located in Backstage view
 - b. Are located in the Tracking group
 - c. Cannot be changed
 - d. Automatically change when Word is launched
10. You can insert comments in which of the following types of documents?
 - a. Research papers
 - b. Resumes
 - c. Marketing plans
 - d. All of the above

Competency Assessment

Project 9-1: Research Paper

You are writing a paper about the health benefits of wine and are ready to check the spelling in your document.

GET READY. LAUNCH Word if it is not already running.



The **benefits_of_wine** document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** the **benefits_of_wine** document from the lesson folder.
2. On the Review tab in the Proofing group, click the **Spelling and Grammar** button.
3. Click the **Options** button in the Spelling and Grammar dialog box to change the Writing Style. The Word Options screen opens in Backstage view. Select **Proofing** and under the section *When correcting spelling and grammar in Word*, click the **drop-down arrow** beside the Writing Style command box and select **Grammar Only**. Click **OK**.
4. The Spelling and Grammar check will stop on the words/phrases listed in the following table; for each misspelled word, take the action indicated in the table.

Misspelled Word	Corrected Word	Action to Take
Choleterol	cholesterol	Change All
polyphenl	Polyphenol	Change All
But what about white wine?		Ignore Rule
Stuttaford		Ignore All
Healthspan		Ignore All
Teissedre		Ignore All
The USDA makes it clear...		Ignore All
cancers		Ignore All
Agatston		Ignore All

- When the prompt appears stating that the spelling and grammar check is completed, click **OK**.
- SAVE** the document as **benefits_of_wine_final** in your USB flash drive in the lesson folder.

LEAVE Word open for the next project.

Project 9-2 Books and Beyond Handbook

You work for Books and Beyond and the manager needs your assistance in using the AutoCorrect Options in Word. Your task is to manually proof the document and locate the six occurrences of Books and Beyond. You will be using the AutoCorrect to add © after Books and Beyond for each occurrence.

GET READY. LAUNCH Word if it is not already running.

- OPEN** the **handbook_acknowledge** document in the lesson folder.
- In the first paragraph, first sentence, place your insertion point after d in Beyond. Key **(C)** to insert the copyright symbol in the document.
- In the first paragraph, second sentence, place your insertion point after d in Beyond. Key **(C)** to insert the copyright symbol in the document.
- In the second paragraph, second sentence, place your insertion point after d in Beyond. Key **(C)** to insert the copyright symbol in the document.
- SAVE** the document as **handbook_acknowledge_update** in your USB flash drive in the lesson folder.

LEAVE the document open for the next project.



The **handbook_acknowledge** document file for this lesson is available on the book companion website or in WileyPLUS.

Proficiency Assessment

Project 9-3: Books and Beyond Handbook Review

Sonny is one of the managers at Books and Beyond and has asked you to comment on the document.

GET READY. LAUNCH Word if it is not already running.

- For every occurrence of Books and Beyond, add the following comments: **The document should be consistent throughout. Consider using B & B throughout or spell out.**
- Locate the title The Vice President of Operations and add the following comment: **The Vice President of Operations is replaced with the new title, Vice President of Support Services.**
- SAVE** the document as **handbook_mycomments** in your USB flash drive in the lesson folder.

LEAVE Word open for the next project.

Project 9-4: Showing Comments as Inline

Sonny is out of town and is interested in reviewing any comments you may have regarding the handbook. You will be emailing this document to him with comments displayed as inline. You will be working with the previous document from Project 9-3.

GET READY. LAUNCH Word if it is not already running.

1. Change the Show Markup settings to display comments as **inline** only.
2. **SAVE** the document as **handbook_inline_comments** in your USB flash drive in the lesson folder and close the file.

LEAVE Word open for the next project.

Mastery Assessment

Project 9-5: Blue Yonder Airlines Stock Agreements

Blue Yonder Airlines employs you, and one of your recent responsibilities is proofing all documents. The stockholders agreement document contains many misspelled words. Use the Spelling and Grammar check to correct the misspellings.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the **stock_agreement** document from the lesson folder.
2. Locate all errors and correct them.
3. **SAVE** the document as **stock_agreement_final** in your USB flash drive in the lesson folder and close the file.

LEAVE Word open for the next project.



The **stock_agreement** document file for this lesson is available on the book companion website or in WileyPLUS.

Project 9-6: Job Description

The job descriptions for flight attendants have been emailed to all flight attendants for their comments. Review the comments and display comments inline with the vertical reviewing pane.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the **flightattendant** document from the lesson folder.
2. Change the comments to display as inline.
3. Display the reviewing pane vertically.
4. **SAVE** the document as **flight_attendant_comments** in your USB flash drive in the lesson folder.

CLOSE Word.



The **flightattendant** document file for this lesson is available on the book companion website or in WileyPLUS.



INTERNET READY

In this lesson, you learned how to configure AutoCorrect. You would like to find additional information about this tool

that Microsoft may have. Access the Microsoft website and select three links of your choice and prepare a short two-page report to provide to your instructor.